

# Technical Administrator

**Job Purpose:**

- To support the design function with control of technical documentation. To monitor, support and report on the quality design systems of work and to maintain the filing structure aligned to this.

**Duties:**

- Monitor and support CDM design compliance through the design process
- Monitor and support data input for design budget vs actual costs
- Support the development of HAZOP nodes and control the data input throughout the HAZOP assessment.
- Carry out drawing modifications to update for HAZOP evaluation
- Support action log completion for design projects
- Administer the resource allocation chart and keep aligned to actual work carried out
- Prepare design files under the guidance of the Design Engineer
- Control and update the design file library
- Control and update the design technical library
- General administration duties to support the design department
- Maintenance of the departments training programme
- Administrator for minutes and actions during design meetings

# Technical Administrator



**Ideally you will have:**

**General**

- Creativity and innovation
- Attention to detail
- Ability to organise work for the department in a clear concise way
- Understanding of a range of technologies and engineering drawings
- Working knowledge of computer based Microsoft software
- Ability to liaise effectively with colleagues in many other departments
- Communicate well verbally and in writing

**Specific**

- Minimum qualified to HNC level
- Background in engineering